

# HANHAM TODDLERS PRE-SCHOOL

Title	Partnerships With Parents	Reference	P2-26
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## 1.0 Policy

1.1 The Pre-School shall aim to support Parents/Carers in their essential role as the primary educators of their children, by working with them, rather than to supplant them. Every opportunity shall be made for Parents/Carers to be involved in Pre-School activities.

## 2.0 Scope

2.1 This procedure defines the role in which Parents/Carers are able to be involved in the Pre-School activities.

## 3.0 Referenced Documents

Statutory Framework for the Early Years Foundation Stage  
Parent Induction Pack  
Prospectus  
P2-8 Special Needs

## 4.0 Definitions

*The Pre-School:* Hanham Toddlers Pre-School

*Board of Trustees:* the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	21 February 2023
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## 5.0 Procedure

### 5.1 Comments

5.1 Comments

5.2 Introduction

5.3 Awareness

5.4 Involvement

5.5 Child Development

5.6 OFSTED Inspections

### 5.2 Introduction

5.2.1 The general contribution of Parents/Carers in the activities of the Pre-School shall be encouraged, at all times, in whatever form is deemed to be appropriate.

5.2.2 Opportunities shall be afforded for Parents/Carers to contribute from their own particular skills, knowledge and interests.

### 5.3 Awareness

5.3.1 All Parents/Carers of new intake children shall be made aware of the Pre-School's procedures, ways of working and activities provided for children through the current Prospectus.

The prospectus is made available on the Pre-School website.

5.3.2 All Parents/Carers shall be kept fully informed of such things as:

- meetings
  - training opportunities
- } where these are applicable to Parents/Carers

Communication of such events shall be posted on the Parent/Carer noticeboards for each classroom as well as awareness provided via e-mail.

5.3.3 Opportunities shall be provided for Parents/Carers to learn about the Pre-School curriculum and about young children's learning in both the Pre-School and at home through the distribution of a curriculum newsletter every term.

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<p>5.3.4 Opportunities shall be provided during the school year for Parents/Carers to review their child's/children's Learning Journal. Parents/Carers shall be given the opportunity to comment on their child's progress using the Sharing Journal Form and/or Summative Assessment Form.</p> <p>5.3.5 Parents/carers shall be given regular opportunities to provide input into their child's/children's learning using the Parent Input into Planning form. Subsequent feedback is provided via e-mail, where necessary.</p> <p>5.3.6 Parents/Carers shall be given the opportunity to speak with their child's Key Person and/or Group Leader during the school year. The first opportunity shall be during Term 1.</p> <p>5.4 <u>Involvement</u></p> <p>5.4.1 Parents/Carers shall be encouraged to have an active role within the Pre-School by being given the opportunity to be a member of the Fundraising Committee.</p> <p>5.4.2 The Fundraising Committee shall be formed annually, in either September or October depending on the number of children attending the Pre-School.</p> <p>5.4.3 All meetings shall be held at venues which are accessible and appropriate for the necessary attendees.</p> <p>5.4.4 Parent/Carer participation during sessions shall be invited – one Parent/Carer per class per session. Each session shall be allocated through a voluntary rota. All liaison with Parents/Carers and the management of the rota shall be the responsibility of each Group Leader.</p> <p>5.4.5 Parents/Carers of children attending the 5 or 6 hour sessions shall be requested to attend for 2 hour periods only. Attendance shall be to support their own child's class with specific activities, such as cookery.</p> <p>5.4.6 Parents/Carers of children attending the 3 hour sessions shall be requested to attend for the whole session. Attendance shall be to support either their own child's class or those of other child/children, as required.</p> <p>5.4.7 Parents/Carers shall be requested to identify their availability using the Parent/Carer Session Participation Form (Form F9), which shall be included in the Parent Induction Pack.</p> <p>5.5 <u>Child Development</u></p> <p>5.5.1 Parents/Carers shall be regularly informed of their child's/children's progress and development through reviews of their child's/children's Learning Journals, Key Person files and opportunities to meet staff at the Pre-School premises, or via telephone.</p>			
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<p>5.5.2 Six weeks after a child first attends the Pre-school a 'settling in' discussion shall be arranged between the Child's Group Leader and Key Person.</p> <p>5.5.3 The child's Key Person is responsible for completing a record of any points raised during the discussion and ensuring its inclusion in the child's Learning Journal.</p> <p>5.5.4 All Children joining the Pre-school between the ages of 24 and 35 months shall have a 2 year progress check completed, (unless already completed by a previous setting).</p> <p>The requirement for this assessment shall be detailed in both the Pre-school Prospectus and Parent/Carer Pack.</p> <p>5.5.5 This assessment shall be used to identify a child's strengths and any areas where progress/development is less than expected and shall include a description of the activities and strategies that the Pre-school intend to apply in order to address identified needs, or to support Parent/Carers to work with targets at home.</p> <p>5.5.6 Where emerging concerns are determined as being significant, a <i>My Plan</i> shall be developed by the setting SENCo and discussed with Parents/Carers prior to implementation. In certain instances it may be considered that a referral is necessary. (See Special Needs procedure P2-8, Section 5.3)</p> <p>This meeting shall be attended by the Manager(s), the child's Key Person and/or Senco.</p> <p>5.5.7 Further assessments are completed during the child's attendance period at the Pre-School. These shall provide further opportunity for Parents/Carers to discuss their child's/children's individual development.</p> <p>5.5.8 For children preparing to leave the Pre-School, to start school, the child's Key Person shall prepare an <i>Early Years Transition Form</i> to accompany the child into school. Parents/Carers shall be requested to provide input into the document and review when completed along with the Learning Journal.</p> <p>These shall then be provided to the child's school, before being returned to Parents/Carers at the end of Term 1.</p> <p>5.5.9 Sharing Sessions shall be held during the school year, where Parents/Carers shall have the opportunity to be involved in Pre-School activities, experiences and in their child's/children's learning.</p> <p>5.6 <u>OFSTED Inspections</u></p> <p>5.6.1 Where OFSTED notifies the Pre-School of an intended inspection, this shall be communicated to Parents/Carers by posting a notice within the Pre-School premises.</p> <p>5.6.2 Following an OFSTED inspection, a copy of the Inspection Report shall be provided to all Parents/Carers.</p>			
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